

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling and Schmidt

MEMBER EXCUSED: Duchac and Greshay

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, February 20, 2018 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Andrew Miller, Veteran Service Officer; Rebecca Bell, Human Services and Health Director; Jeff Berres, County Board Supervisor; Loretta Oritz-Ribbing, Crop & Soils Area Agent

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Greshay and Duchac, who were excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the February 8, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion carried.

Hinze stated that an employee at Human Services and Health submitted a request for a reduced hours Educational Leave of Absence to pursue a Master's Degree from August 2018-May 2019 with the intent to continue working up to 20 hours per week. Bell addressed the Committee regarding her support of this request and answered questions from the Committee.

Motion by Frohling to approve the reduced hours unpaid educational leave and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Mindemann presented a request for an intermittent general leave for 03/03/2018-09/03/2018 for an employee with the Human Services and Health for a relationship that does not qualify for FMLA with a request to use sick time. Mindemann verified receipt of proper medical certification.

Motion by Schmidt to approve the intermittent general leave of absence with approval to use sick time and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Utility II / Truck Driver	Highway
One (1) Park Attendant – Astico Park	LR&P
One (1) Park Caretaker – Astico Park	LR&P
One (1) Park Attendant – Derge Park	LR&P
One (1) Park Caretaker – Derge Park	LR&P
One (1) Park Attendant – Harnischfeger Park	LR&P

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One (1) Park Caretaker – Harnischfeger Park	LR&P
One (1) Park Attendant – Ledge Park	LR&P
One (1) Park Caretaker – Ledge Park	LR&P
One (1) Trail Caretaker – Nitschke Mounds Park & Wild Goose State Trail	LR&P
One (1) Correctional Officer	Sheriff
One (1) Healthy Soil – Healthy Water Intern	UW Extension
One (1) Veteran Benefits Specialist	Veteran Services

Motion by Schmidt to approve the Personnel Requisitions. Second by Frohling. Motion carried.

Mindemann presented a summary of Worker's Compensation claims. There was discussion regarding the report.

Hinze provided an update on the Health Insurance Consortium. She indicated that a meeting was held with the other municipalities and representatives from Quartz and Dean Insurance Companies. The purpose for this meeting was to give each party an opportunity to meet each other and ask questions. Hinze stated that continued meetings will occur and she will update the Committee after each meeting.

Hinze provided an updated 2018 Professional Staff Miscellaneous Wage Scale reflecting a wage update for the Nurse Practitioner-Clearview position to \$61.00/hour.

Motion by Frohling to approve the 2018 Professional Staff Miscellaneous Wage Scale as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – Andrew L. Janus, Deputy Sheriff Patrol, Sheriff, \$28.61, SSU04, ST01, 02/26/2018. APPOINTED OFFICIAL - None. NEW HIRE – Anthony Voigt, Utility II / Truck Driver West, Highway, \$18.06, DC04, ST03, 02/26/2018. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE: None. RECLASSIFICATION - Bradley J. Knoll, Jail Sergeant, Sheriff, \$28.68, DC08, ST06, 02/17/2018. STEP INCREASE – Michele M. Reinwald, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 02/05/2018; Shane VanLoenen, Network Administrator, I.T., \$36.91, DC11, ST N/A, 04/13/2018.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: Frohling indicated that there was going to be a conference call on February 20, 2018 with State representatives regarding juvenile prison and protected status for jailers.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee that a grievance from a Correctional Officer will be progressing to an Independent Hearing Officer; however, no dates have been determined.


Berres stated he was unsure at what point in the agenda he should have voiced his concern; whether under public comment or Salary, Wage and Status Changes. Berres voiced his concerns and asked questions regarding how the Committee made the determination of the salary recommendation for the elected officials: Sheriff and Clerk of Courts. The Committee listened to his concerns and answered his questions.


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Future Agenda Items: Health Insurance, Exit Interview Report.

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, March 6, 2018 at 9:00 a.m. and Tuesday, March 20, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:13 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.